

UNCLASSIFIED

VACANCY ANNOUNCEMENT

USAID/CAIRO

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| Number: 20 | Subject: VACANCY (Egyptians) | Date: August 26, 2012 |
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| Position Title: | AID Acquisition Specialist |
| Position Number: | 30-06 |
| Organization: | USAID/Procurement Office |
| Duration: | One year with option to renew |
| Salary Potential: | FSN-11 |
| Application Deadline: | 9/11/2012 |
| Salary Range for a Fully Qualified Candidate: | Starts at LE 141,697 Gross Per Annum This is the Gross Annual Salary before deducting taxes |

BASIC FUNCTION OF POSITION:

The incumbent serves as a Regional Senior Acquisition and Assistance Specialist in USAID/Egypt's Procurement Office and represents it as a full team member on one or more Strategic Objective (SO) and/or major project teams; as well as for USAID Missions in Lebanon, Morocco and Yemen. The incumbent serves as an expert in the acquisition and assistance field since great reliance is placed on his/her judgment and advice. S/he independently performs the full range of acquisition duties, including developing comprehensive planning strategies and appropriate solicitation documents, and conducting the analysis, evaluation, and negotiation of a wide variety of acquisition and assistance documents, such as contracts, cooperative agreements, grants, endowments, etc. Also, the incumbent provides advice on U.S. acquisition legislation, policies, regulations and procedures, as well as those in effect in the countries served.

S/he performs these duties for primarily procuring long-term, multiyear, complex services, including independently carrying out full and open competitive transactions for USAID/Egypt as well as Regional Missions in the ME Bureau. The incumbent is assigned one or more SO Teams to support and serves as the Regional Contracting Officer's representative, who is fully capable of providing authoritative guidance and advice on a full range of acquisition and assistance matters for USAID/Egypt as well as Regional Missions in the ME Bureau. These portfolios contain varied and complex country programs characterized by high funding levels of over \$ 250 million for Egypt, \$120 million for Lebanon, \$90 million for Yemen and \$25 million for Morocco.

The Mission's Procurement Office in Cairo is the largest USAID Mission within the Agency, other than the Critical Priority Country (CPC) posts. It contains varied and complex country programs, thus the incumbent must be highly skilled, decisive, experienced and have the initiative and self-motivation, and capable of independently performing quality and professional work in an expedited manner and under time sensitive and stressful conditions. The incumbent must be also thoroughly knowledgeable in A&A regulations to provide policy advice for A&A staff worldwide. The Office of Procurement takes the lead in developing regional award instruments to be used by the ME region as a whole, thus acting as an agency lab that paves the way towards developing procurement initiatives that can be followed and replicated by other missions. The incumbent is responsible for the design, development and guiding of the regional A&A staff in implementing these instruments.

The Office of Procurement is responsible for the negotiation, execution, and administration of a portfolio of direct contracts and assistance instruments totaling over \$250 million annually as well as that of the Regional portfolios. These procurement instruments are for services that are multi-year, multi-million dollar transactions. This office is also responsible for the formulation of Mission Policy, Procedures, and Standards on USAID financed contracts and assistance instruments.

MAJOR DUTIES AND RESPONSIBILITIES:

1. A&A Advice, Support and Procurement Planning- 25%

The Senior A&A Specialist as a fully empowered and skilled representative of the Office of Procurement, provides advice and guidance to designated SO/Project teams and to all serviced missions within the region on procurement policy and procedures in the design and implementation of their activities. As a team member of SO/Project teams, s/he keeps senior Mission management informed on all A&A matters, new policies, U.S legislation, Executive Orders, and Federal Regulations and how these may affect USAID A&A instruments; provides innovative ideas or solutions to situations/problems encountered on a daily basis.

The Office of Procurement in Egypt represents the most senior and largest procurement field office (outside of CPC posts) that has a multitude of complex procurement activities and is in a leadership position to represent the needs and requirements of field offices to the Office of Acquisition and Assistance (OAA). The incumbent being thoroughly knowledgeable in all aspects of A&A engages in policy dialogue, to establish agency AAPDs, AADs, ADS etc., to assist in providing policy advice for USAID Acquisition and Assistance staff worldwide as well as developing regional award instruments to be used by the ME region. The incumbent provides TDY support to other missions as well as AID/W. The incumbent also provides support to other missions by helping solve extraordinary and complex contractual issues.

The incumbent provides A&A support and mentoring to other FSN A&A Specialists/SO Teams in the Cairo mission and throughout the Region during peak workload periods.

S/he provides guidance and coaching to junior to mid-level staff, trainees, and A&A assistants on the principles of Federal and USAID acquisition, procurement management and procurement policy direction, new/changed procurement policies, etc.

The incumbent coordinates the development of procurement objectives for the assigned portfolios in terms of potential implementing organizations, competitive issues, socioeconomic issues, and identifies and constructs the appropriate contract or grant instrument. S/he negotiates with the SO teams to ensure procurement plans are current, have appropriate milestones, and related schedules.

2. Pre-award/Award Formation – 30%

S/he manages the acquisition and assistance process, ensuring team compliance with USG and USAID regulations and policies. As a core team member of Strategic Objectives (SOs), s/he participates in meetings including regional travel and telephone conferencing, and assists in strategic procurement planning and provides guidance and instructions on Federal and USAID regulations, policies and procedures to mission personnel and recommends procurement and financing alternatives vis-à-vis appropriate instrument/contract type to achieve Mission goals. Responsible for the A&A management of the USAID/Egypt, and several Regional portfolios, provides guidance and support throughout the procurement planning in finalizing SO procurement plans; recommends alternatives and preferable types of instrument (e.g., fixed price, cost reimbursable, task orders, grants or cooperative agreements); provides comments/recommendations to ensure completeness and appropriateness of statements of work/program descriptions/technical specifications, justifications, source selection criteria, other necessary approvals, waivers, deviations, etc. before providing clearance to Modified Acquisition and Assistance Request Documents (MAARD); prepares complex solicitation documentation, such as Requests for Proposals (RFP) and Requests for Applications (RFA), as appropriate, and ensures compliance with Federal publication requirements. Responds to offerors' questions before the proposal submission phase; and determines the need for, and prepares, clarifying amendments, as required, of solicitation documents. The incumbent of this position is responsible for the procurement of a variety of goods and services ranging in complexity from commercial item purchases to multimillion dollar technical assistance acquisition and assistance instruments including A&E instruments. S/he coaches the SO team in best practices of "best value" selection, and performance-based technical approaches. Coordinates with the SO Teams and supervises the development and execution of contractual documentation for the solicitation and technical evaluation phases; conducts in-depth cost analysis of business proposals, including such aspects as evaluating technical approaches vis-à-vis proposed cost, reviewing audit reports, forecasting pricing trends, evaluating economic factors, applying weighted guidelines for determining profit/fee and evaluating overhead and general and administrative expenses; determines the competitive range and develops the USG negotiation strategy; advises contractors, recipients, SO Team members and host country officials on Federal regulations and Agency policies and procedures; conducts negotiations with U.S. and local private sector, including for-profit and not-for-profit organizations, colleges, universities, other USG agencies and Public International Organizations to reach mutual agreement on the terms and conditions of acquisition and assistance instruments; performs pre-award survey assessments through FM of local NGOs and host government institutions before receiving USG funding and coordinates with the Office of Financial Management throughout the pre-award survey process. Recommends to the Regional Contracting Officer responsibility determinations; recommends awards valued at millions of dollars, and prepares the contractual documentation for signature of the Contracting Officer; prepares the memoranda of negotiation, organizes pre- and post-award debriefs, documents significant issues for the official records.

3. Post-award Administration –25%

Administers A&A instruments in accordance with government regulations and Agency policies. As a core SO team member, provides technical and sound advice to Contracting Officer's Representative (COR) regarding oversight of contract management/assistance administration within the award terms and conditions and the parameters of a delegation of COR authority. Provides interpretation of contract clauses or standard provisions, procurement policies and provides guidance pertaining to waivers and other justifications to COR's and implementing partners. Conducts post-award orientations to clarify issues on award requirements such as billing procedures, delivery schedules, terms and conditions, reporting requirements; reviews and makes determinations regarding consent to subcontract and approval of key administrative actions; works closely with the Office of Financial Management, the RIG and the Regional Legal Advisor to resolve issues associated with claimed costs, audit findings, fraud, disallowance of costs, organizational conflict of interest, contractor or recipient personnel issues, home or field office questions, and recommends corrective action to be taken to remedy the situation or contract termination, when warranted; monitors contractor performance through review of progress reports, telephone conversations, correspondence, site visits, etc. for compliance with award terms and conditions; provides guidance and training as required to host country personnel, contractor personnel and USAID personnel regarding A&A requirements and regulations; negotiates extensions, price adjustments and modifications to contracts; prepares determinations and findings relative to negotiated actions and coordinates contractor's requests for deviations; maintains contract files and records, prepares reports, as required; manages the Contractor performance evaluation process to ensure compliance with the FAR; analyzes questioned costs to determine allowability; provides follow-up on audit recommendations, including researching the finding and recommending corrective action to resolve audit findings; supports recommendations with detailed analysis of each cost, category or element as necessary; reviews completed official award file to determine that all contractual actions are satisfied and that there are no pending administrative actions to be resolved, that all file documents are signed, that there are no litigation actions pending and that the award is complete in every respect and ready to be administratively closed.

4. Develops award instruments to be used and replicated by the ME Region and coordinates contracting activities - 15%

As part of the Office of Procurement in Egypt leadership role within the ME region, the incumbent is required to design award instruments that would serve the ME region as a whole. In doing so, s/he develops award instruments that can be used and replicated by the Cairo mission as well as by other missions to increase their efficiencies. S/he also provides virtual training of the regional A&A specialists in how to use these instruments to obtain the best value for the U.S. Government.

The incumbent coordinates contracting activities between USAID and other host government agencies, USG agencies, public international organizations; requests audit reports of pre-award surveys from the Office of the Inspector General, the Defense Contract Audit Agency or M/OAA/CAM; obtains clearances from the Small Business Administration for requirements set-aside for small, minority and disadvantaged businesses; provides advice

and assistance to SO Team on the adequacy of host country contracting process/documentation; cost analysis and negotiation of host country bids/proposals; reviews implementation letters to the Host Government; and conducts pre-award surveys/procurement assessments of host government and local organizations.

5. Other Relevant Duties – 5%

As a key member of the Procurement Office, he/she provides information and advice to the Office Director on critical procurement issues, and attends key Mission meetings on behalf of the office as assigned.

The incumbent also performs the same level of duties above with Mission Directors within the region and the ministerial level of host government officials in serving Regional client missions.

REQUIRED/DESIRED QUALIFICATIONS:

a. Education: A BA degree is required. A BA degree in business administration, accounting, marketing, economics, law, public administration, social science or other related field is desired. Specialized training in USG and USAID acquisition is essential. Completion of the Federal Acquisition Certification in Contracting (FAC-C) and having moved into the continuing education phase is highly desired.

b. Experience: At least seven years of progressively responsible professional acquisition/assistance experience is required. At least three years of this experience should have been with a U.S. Government or international organization. Hands on experience with using USAID & Federal Acquisition Regulations and procedures, GSA schedule contracts, U.S. Federal Specifications and Standards and federal contracting practices and instruments is desired. Experience in issuing and administering Federal Grants, including Grants to Public International Organizations, Participating Agency Services Agreements is desired. Good working knowledge of international and local business practices as well as experience in issuing RFA's, RFQ's, RFP's and negotiating the resulting implementation instruments is also desired.

c. Language: Level IV (Fluent) in spoken & written English, and fluent Arabic is required.

d. Job knowledge: A thorough knowledge of Federal and USAID acquisition and assistance regulations, policies, and procedures, as well as a good understanding of the Agency's programming policies and procedures is desired. Thorough understanding of USAID policy in regards to Acquisition and Assistance, including AAPDS and how to use the internet to research specific costs in order to determine cost reasonableness, to include FAM's OMB circulars and other Federal Resources is desired. Total awareness about and acceptance of the required standards of ethics and integrity. Knowledge of labor & procurement laws and of various Cost & Price Analysis techniques is highly desirable.

e. Skills and Abilities: Excellent analytical skills and the ability to anticipate and evaluate actions/outcomes in work statements, program descriptions and independent government cost estimates is required. Ability to speak authoritatively before other senior USAID personnel, as well as to negotiate and represent the US Government's best interests to both US and local individuals,

most of whom will hold high level positions within their organizations such as presidents, chief executive officers and chief financial officers is required. Excellent negotiation skills are vital to be able to orchestrate “win-win” situations between disparate parties is required. Ability to absorb a great deal of data and recall the information (e.g. researching regulatory guidance) essential in order to interpret and apply the information to real-life situations is required. Excellent organizational/time management skills to perform work on many actions at the same time, keeping them all moving forward to completion even though each is at a different life-cycle stage with minimal supervision. Excellent interpersonal skills. Ability to analyze COR evaluation of contractor performance against stated criteria and numerical rating. Excellent computer (Microsoft Word, Excel, applications) skills to draft various procurement-related documents, cost analysis and to develop sound solicitation and award documents.

POSITION ELEMENTS:

a. Supervision Received: The incumbent works independently under the broad administrative and general technical supervision of the Regional Contracting Officer to whom s/he is assigned. The incumbent plans & implements the procurement approach & interacts with cognizant SO and Project teams in Egypt, providing policy & strategic guidance on how to best fulfill the requirements. S/he initiates any necessary coordination with the accounting, legal and program offices, staff of other agencies, and with contractors, to obtain supporting documentation and resolve any conflicts including disagreements over technical descriptions, elements of cost, legal matters, and performance problems. The incumbent keeps the supervisor updated via periodic status reports and verbal briefings. Completed work is reviewed from the overall standpoint of providing a viable procurement approach for meeting established objectives, or for results achieved in meeting delivery schedules and contractual conditions.

b. Exercise of Judgment: The employee exercises independent judgment and initiative as the sole procurement representative on the SO team or Project teams to 1) identify those aspects of regulations which apply to the particular procurement; 2) develop justification for adopting a procurement posture; 3) tailor provisions to meet special requirements and develop criteria or justifications involving contractor claims; and 4) to recommend the selection of winning contractors or grantees.

The employee must at all times demonstrate sound, professional judgment and must be able to recommend appropriate actions to the Regional Contracting Officer based on the reasonableness of the business decision, compliance with applicable rules and regulations and other factors identified in the solicitation documentation. He/she is expected to exercise initiative and independent judgment in assigning office workload; prioritizing personal workload; handling contractor proprietary information; and, taking action on contract administration issues, including identifying and researching A&A issues, recommending resolution to A&A issues and preparing draft responses. Confidentiality and sound business decisions are critical since a poor decision or ill-advised comment can lead to protest that can seriously delay implementation of an important development project. The independent judgment represented by the A&A Specialist and advice given directly impacts on USAID’s credibility.

c. Available Guidelines:

Federal Acquisition Regulation, USAID Acquisition Regulation, the ADS Chapter 300,

CIBs/AAPDs, Office of Management and Budget (OMB) Circulars on audit and cost principles for educational and non-profit organizations, 22CFR226, 22CFR228; USAID/Egypt Mission Orders. The incumbent is provided guidance/instructions from the RCO, the Deputy Mission Director, the RLA, M/OAA and other relevant USAID/Washington policy making offices.

d. Authority to Make Commitments: The authority to make commitments which bind the U.S. Government is vested with the RCO, Mission Director and Executive Officer. The incumbent has considerable authority to negotiate and reach agreement on terms and conditions of any A&A instrument. This includes selection of appropriate instrument type; acceptance of proposed indirect cost rates and proposed fee; recognition of pre-contract costs; negotiating and reaching agreement on final cost or price; payment provisions; frequency of reporting requirements, mediating and resolving problems between contractors' staff and USAID COR's regarding final salary levels, subcontracts, prices for commodities, etc. Contracting Officers rely heavily on the expertise of a Senior Acquisition Specialist to make the appropriate decisions. Poor decisions result in legal conflicts and put the Agency at risk.

e. Nature, Level and Purpose of Contacts: Contacts include ministerial level host and regional government officials, local and national firms, small businesses, disadvantaged business firms, and other suppliers. Typical contacts with contractors include presidents, chief executive officers, chief financial officers and technical experts representing these firms. The incumbent works with technical staff, attorneys, auditors, and others from within the agency or other agencies. The contacts occur in moderately unstructured settings, with the roles and authorities being developed during the negotiation or discussion. The purpose of contacts with external groups is to conduct conferences, share USAID policies on recent procurement innovations, techniques and reforms, to conduct fact finding, negotiate contracts, and modifications, and resolve numerous problems during contract administration. Contacts with internal Mission teams are to advise on developing procurement plans and strategies leading to implementation. Contacts at host country counterpart institutions represented by ministers or their delegates are to represent USAID overseeing briefing sessions by potential contractors, and ensure that the counterpart employees understand USAID procurement processes fully

f. Supervision Exercised: provides guidance to junior/mid-level acquisition staff, trainees, and clerks at USAID/Egypt and throughout the ANE Region. He/she takes a mentoring role for Office of Procurement junior team members. Also, he/she is responsible for setting up regional training courses for A&A professionals in other missions.

g. Time Expected to Reach Full Performance Level:

One year

SELECTION CRITERIA:

| CATEGORY | SCORING PERCENTAGE |
|----------------------------------|--------------------|
| Experience * | 30% |
| Knowledge * | 25% |
| Skills & Abilities * | 25% |
| Education/academic requirement * | 15% |
| Language Proficiency * | 5% |
| TOTAL | 100% |

*** As per details reflected under Qualifications above.**

RECRUITMENT PROCEDURES AND GUIDELINES:

Applications or Resumes must include the month, year and company name of employment for all experience or the experience cannot be considered.

Candidates must provide in the application or in their CVs names of family members working in the Mission.

Qualified candidates who are interested in this vacancy should apply by submitting an **up-to-date CV with a cover letter detailing how they are qualified for the position as part of the application**, quoting the position number, to USAID Human Resources Office, by no later than COB of the application deadline noted above. Applications can be submitted via e-mail to usaidhr@usaid.gov, inter-office mail, or by fax to 25160388 (submissions made in any other way will be disregarded). The CV and attachments must not in all cases exceed five pages. The USAID HR Office will disregard any submissions exceeding five pages and/or those received after the deadline.

Mission employees are not eligible to apply for a vacant position during their three month probationary period. The Mission mandatory retirement age is 60 years.

The evaluation and selection process usually takes two to three months after the deadline. Shortlisted applicants are invited for tests and/or interviews during this time frame. Due to the high volume of applications, only candidates who are seriously being considered for a position are contacted for an interview. Please do not contact HR for a status report on your application once your application has been acknowledged. Interviewed candidates will normally be advised of the outcome of the selection process after a period of about four weeks.

If a selected applicant does not meet all the qualifications listed in the position description, s/he will be normally appointed to an appropriate trainee grade level, below the position grade.

In determining the appropriate salary, no salary adjustments will be made for fringe benefits such as uniforms, free airline tickets, free medicine or company products, life/medical/accident insurance policies, transportation, meal allowance, or other similar company benefits provided by former employers. Applicants with prior U.S. Government service may receive salary adjustments at the

grade level of the position, to match highest previous USG salary levels in a relevant field. The USAID Human Resources and Contracting Officers determine the appropriate salary rate.

SOFT COPIES OF THIS VACANCY ANNOUNCEMENT ARE AVAILABLE ON THE USAID MISSION INTRANET, UNDER JOB OPPORTUNITIES & THE USAID MISSION EXTERNAL WEBSITE (Egypt.usaid.gov). HARD COPIES CAN ALSO BE OBTAINED FROM THE USAID HR OFFICE OR THE US EMBASSY HR OFFICE.

Priority will be given to qualified FSNs who have been involuntarily RIF'ed.

It is the U.S. Government policy to prohibit discrimination on the basis of race, color, religion, national origin, handicap or gender.

**Samia Joseph
USAID/Human Resources Officer**